



MIDDLETOWN TOWNSHIP PUBLIC LIBRARY

55 NEW MONMOUTH ROAD ❖ MIDDLETOWN, NJ 07748

PHONE: 732.671.3700 ❖ SUSAN O'NEAL, DIRECTOR

MIDDLETOWN TOWNSHIP PUBLIC LIBRARY

55 New Monmouth Road, Middletown, NJ 07748

Regular Board Meeting Agenda

July 18, 2012 – 7:00pm

I. CALL TO ORDER

A. MISSION STATEMENT

The Middletown Township Public Library is a civic institution that provides materials, ideas, information, technology and cultural opportunities to enrich, empower and educate.

B. STATEMENT OF ADEQUATE NOTICE

The July 18, 2012 meeting of the Middletown Public Library Board of Trustees is called to order. Adequate notice of this meeting was published in the Asbury Park Press on January 14, 2012 and posted in the Library and at Town Hall on July 13, 2012, in accordance with the "Open Public Meetings Act," P.L., 1975, c.231.

C. ROLL CALL

Nelsen _____	Cavalier _____	Breen _____
Convery _____	Murray _____	Siebert _____
Wilson _____	Siwiec _____	Vitkansas _____

Also present: McOmber _____ O'Neal _____ Kearns _____ LaTona _____

D. Flag Salute

II. Public Session on Agenda items

Statement to the Public

The Board encourages public participation. Individuals wishing to address the board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Each speaker is asked to speak no longer than five [5] minutes and limit their remarks to items on the meeting agenda.

The Board may not respond to questions during the public participation portion.

III. Minutes of June Meeting

IV. April Financial Reports - Action

- A. Voucher Register of Bills to Pay 2012
- B. Voucher Register for other Library Accts.
- C. 2012 Budget Revisions

V. Correspondence

VI. Reports

- A. President
- B. Director and Assistant Director
- C. Foundation
- D. Report of the Personnel Committee

VII. Old Business – Action

- A. 2nd Reading of overdue fine increase

VIII. New Business

- A. First Reading – Visitor Internet Passes
- B. Personnel Committee Recommendations on temporary assignments, promotions and salaries.

IX. Public Session

X. Executive Session – If Needed

XI. Reopen for any Remaining Business

XII. Adjournment

Middletown Public Library
Board Minutes
June 20, 2012

The Regular meeting of the Board of Trustees of the Middletown Township Public Library was held on June 20, 2012 at the Middletown Main Library. President, Larry Nelsen, opened the meeting in compliance with the Open Public Law Act at 7:00 p.m. with Roll Call.

Present:

<u>X</u> Nelsen	<u>X</u> Cavalier	<u>X</u> Breen	<u>X</u> Murray
<u> </u> Wilson	<u>X</u> Convery	<u>X</u> Siebert	<u>X</u> Siwiecek
<u>X</u> Vitkansas			

Also in attendance were Legal Counsel Armen McOmber, Director Susan O'Neal, and Assistant Director Amy Kearns.

Salute to the Flag

Public Portion: None

May Minutes

Mr. Siebert made a motion to accept the May minutes as amended. It was seconded by Ms. Murray and carried by roll call vote.

May Voucher Lists:

Mr. Siebert made a motion to approve Voucher Register A - Bills to Pay & Voucher Register B - Overview of 2012 which is a YTD cumulative list reflecting expenditures from Library Accounts. The motion was seconded by Ms. Breen and carried unanimously by roll call vote.

Finance Committee

Mr. Siebert gave a recap of the Finance Committee meeting held on Tuesday, June 19, 2012 to discuss how the library would fill the gap of \$338,493 of new charges for Township services, insurance and pension. Ms. Breen said she could not comprehend why these expenses were being asked for now in the middle of the year and wanted answers. Ms. Murray said that it was an accounting error and when the CFO sat down with Mr. Nelson, Ms. Murray and the Mayor and reviewed the library's use of Township services they realized that it was much more than the current fee of \$75,000 per year. Ms. Murray said that it is this Board's responsibility to ensure proper payments to the Township for services they provide and explained that the Township cannot afford to pay this for the library because it is down to a bare bone budget. Ms. Breen asked why weren't these expenses reviewed by the CFO or Finance department at the beginning of the year. Ms. Murray responded the library's Township fees for services had not been reviewed or changed for many years and it was time for it to be adjusted. Ms. O'Neal said it is legal for the Township to make such charges to its library, adding that in the past 12 years the fees for interdepartmental expenses started at \$35,000 and gradually rose to \$75,000. Ms. O'Neal said the benefits cost in 2000 was \$325,000 and rose to \$950,000. After the library was the first in the Township

to pioneer and institute the 2% employee contribution for benefits the fee was reduced to \$922,000. Ms. Breen said she felt the library's future was in jeopardy and Ms. Cavalier said "There are some hard decisions as Board members that must begin tonight and we as a Board should move forward on specifics of Mr. Siebert's proposal. We have to do whatever it takes to maintain the library's services for the residents of Middletown." A large portion of this fee is due to pension contribution (PERS) which totaled approximately \$184,000 of the \$338,493.

On behalf of the Finance Committee Mr. Siebert made the following recommendations to the Board to cover this expense:

- 1- Raise the current fines that are .10 to .25 per day, adding about \$10,000 to library revenue.
- 2- Utilize Library Reserves for the majority of the charges.
- 3- Reduce the material budget by \$25,000
- 4- Defer capital projects targeted for 2012 such as the parking lot project.

Mr. Siebert said that these actions would ensure that the library would not have to make layoffs. Ms. Murray said that this would also keep branches open and maintain Sunday hours at Main.

Mr. Siebert made a motion to accept the first reading of the policy change on books, media, CDs and Play aways from a current fee of \$.10 per day to a fee of \$.25. It was seconded by Ms. Cavalier. Motion carried unanimously by roll call vote. A second reading will be held at the July 18th meeting. If the policy change passes the library will publicize the change on our website, and in-house. The change would be effective as of August 1, 2012.

Ms. Cavalier said the Board should send a letter to the Township showing how we propose to pay the municipal charges. Mr. Nelson said that after it is finalized a letter will be drafted and sent out to the appropriate parties.

Mr. McOmber drafted a Banking Resolution for the Board that read as follows:

Whereas, changes to the members of the Board of Trustees and its officers necessitates the resubmission of officer's names, signatures and personal information of those officers authorized to conduct financial transactions on behalf of the Middletown Township Public Library to the financial institutions with which the Middletown Township Public Library maintains its accounts, specifically TD Bank, Two River Community Bank and Hudson City Savings Bank; and

Whereas, two officers are required to approve any such transaction;

Therefore Be It Resolved by the Board of Trustees to authorize the submission of the required information to TD Bank, Hudson City Savings Bank and Two River Community Bank and certify the following officers as officers of the Board: Mr. Lawrence Nelson, President, Mr. Brock Siebert, Vice President, Ms. Vivian Breen, Secretary and Ms. Marjorie Cavalier, Treasurer.

Motion to accept was made by Mr. Siebert. It was seconded by Ms. Murray and carried unanimously.

Directors Report:

In addition to the written report, Ms. O'Neal made special note of the wide spectrum of summer activities that are going on at the library. She shared a literacy calendar to maintain reading and language skills over the summer.

After a closer examination of the "Learning Labs in Libraries" grant, Ms. O'Neal reported that she would not submit an application since this library was only steps away from a similar implementation process.

The NJLA Conference – Retooling for Tomorrow at the Revel Hotel in Atlantic City was a success. Ms. O'Neal thanked the current and previous Boards for allowing her the opportunity to run and be the President of NJLA for 2012.

Mr. Nelson, Mr. Siwec, and Mr. Siebert recapped the Board of Trustees training conference held on Saturday, June 1, 2012. All agreed that the conference was an educational and eye-opening experience. They learned how other libraries struggle and what the responsibilities will be of future libraries.

New Business:

Resolution 2012-21 – Mr. Siebert made a motion to accept Resolution 2012-21 to enter into a contract with OCLC for OCLC access, cataloging and interlibrary loan, electronic reference books, and electronic database subscriptions for one year in the form of a Blanket Purchase Order for 2012. It was seconded by Ms. Cavalier and carried by roll call vote unanimously.

Resolution 2012-27 – Ms. Cavalier made a motion to grant scholarships to Stephanie Chadwick \$1,200 and Gretchen A. Andrews \$500.00 in accordance with the Conover-Wihtol Scholarship guidelines. It was seconded by Ms. Murray and carried unanimously by roll call vote.

Resolution 2012-25 – Mr. Siebert made a motion to purchase two window air conditioning units from a local vendor for the Lincroft Branch to replace the current units that are in very poor condition. It was seconded by Ms. Murray and carried unanimously by roll call vote.

Resolution 2012-26 – Mr. Siebert made a motion to purchase 12 new desktop computers and a server via the Dell State Contract pricing in the amount of \$12,319.14. It was seconded by Ms. Breen and carried unanimously by roll call vote.

Mr. Siebert made a motion to accept the proposed Banking Resolution drafted by Mr. McOmber mentioned in the minutes. It was seconded by Ms. Murray and carried unanimously. Said Resolution will be numbered as **Resolution 2012-28**.

Correspondence: None

Public Comments

Ms. Linda Baum of May Court asked questions in regards to the \$338,493 interdepartmental fees for services by the Township for pension, insurance and other services, etc. She asked if this is a one year fee. The Board confirmed it will be an annual charge. Ms. Baum requested a copy of the calculation sheet. Mr. Nelsen said that when it is finalized it will be available. Ms. Baum will put an OPRA request into the Township for a copy of those calculations. She verified some calculations mentioned in Mr. Siebert's Finance presentation to the Board. She also asked how much notice would be received by the public if the policy passes at the July meeting. Ms. O'Neal said that a second reading is required before the library can take any action.

There was no Executive Session.

At 9:00 pm the public portion was completed and Mr. Siebert made a motion to adjourn the June 20, 2012 meeting. It was seconded by Ms. Murray and carried unanimously.

Respectfully Submitted,

Vivian Breen, Secretary
April 18, 2012